

FIRE DEPARTMENT  
SANTA CLARA COUNTY

**SENIOR DEPUTY FIRE MARSHAL**

DEFINITION

Under the direction of the Assistant Fire Marshal, Deputy Chief of Fire Prevention, or his/her designee, the Senior Deputy Fire Marshal is responsible for performing, directing, and supervising the activities of the fire prevention bureau; plans examination; field inspections related to construction, maintenance and complaints; and is responsible for administering fire prevention programs (e.g. inspections, engine company training, brush, and fire academy instructor).

This classification is a Fair Labor Standards Act non-exempt, represented position in the Classified Service.

DISTINGUISHING CHARACTERISTICS

This is the supervisory level in the Deputy Fire Marshal series. The Senior Deputy Fire Marshal is responsible for direct supervision of Deputy Fire Marshals and Fire Protection Engineers. Incumbents in this class are distinguished from those in the next higher classification of Assistant Fire Marshal in that the latter performs administrative duties as determined by the Deputy Chief of Fire Prevention in connection with Department functions and programs.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include but are not limited to the following:

- Supervise, plan, evaluate, motivate, direct, and participate in the work assignments and activities of Deputy Fire Marshals, Fire Protection Engineers, and other assigned personnel.
- Conduct orientation and training of Deputy Fire Marshals and Fire Protection Engineers in all phases of fire prevention duties to develop and maintain the capabilities and required standards.
- Address personnel matters and apply progressive discipline as appropriate.
- Monitor employee progress, conduct employee evaluations including employee recognition and assist with employee career growth.
- Perform administrative duties such as establishing, organizing, and maintaining records related to fire inspection code enforcement; writing reports and issuing performance evaluations to probationary personnel.
- Evaluate program needs and provide recommendations on appropriate courses of action that meet program goals and objectives, and/or methods to improve programs to the Assistant Fire Marshal and/or the Deputy Chief of Fire Prevention.
- Write procedures and guidelines consistent with program goals and objectives.

EXAMPLES OF DUTIES (continued)

- Coordinate with other local and state agencies, as needed, regarding inspection, plan review, investigation, compliance, and regulatory consistency.
- Develop and conduct training sessions regarding fire safety inspections and plan reviews that conform to established codes, ordinances, and regulations.
- Review plans and specifications on proposed buildings and subdivision development for adherence to fire and safety laws and codes; confer with architects, engineers, and contractors, offering recommendations on laws and regulations covering fire and panic safety in the design and construction of buildings.
- Provide guidance and technical expertise to Department personnel in the interpretation and enforcement of state and local laws and regulations relating to fire prevention.
- Conduct specialized and complex inspections of buildings and other structures for compliance with fire laws, ordinances, and regulations concerning design, construction, and the installation of fire protection equipment.
- Attend, as directed, training sessions and conferences concerning, but not limited to, fire prevention and personnel management.
- Ensure compliance with fire safety regulations in the construction, operation, and maintenance of commercial, industrial, institutional and residential facilities, and in the storage and handling of hazardous materials such as compressed gases, flammable liquids, oxidizers, toxics, and corrosives.
- Inspect and make fire safety recommendations for schools, hospitals, residential care facilities and other institutions; conduct fire and safety inspections and ensure compliance with fire safety regulations in the operation of places of public assembly.
- Conduct fire safety inspections of weekend fairs or festivals, public fireworks displays, and/or special effects.
- Investigate complaints of fire hazards; prepare reports and notices of liability to owners.
- May be assigned duties in other Department programs at the discretion of the Fire Chief.
- Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: Associate's degree in fire science, fire administration, fire protection engineering, business administration, public administration or related field, plus seven (7) years of experience in a full-time career position in one of the following: fire prevention inspector, deputy fire marshal, fire inspection, and/or prevention related work or plan review, construction and/or building inspection.

Or

Education and Experience: (continued)

Bachelor's degree or higher in fire science, fire administration, fire protection engineering, business administration, public administration or a closely related field plus five (5) years experience in a full time career position in one of the following: fire prevention inspector, deputy fire marshal, fire inspection and/or prevention related work or plan review, construction and/or building inspection.

As a condition of employment, an incumbent who has not completed and successfully passed the following California State Fire Marshal coursework or in possession of state licensure indicated below will be required to do so within one year of employment:

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|---------------------|--|
| • Fire Inspector 1A | Duties and Administration              |
| • Fire Inspector 1B | Fire and Life Safety                   |
| • Fire Inspector 1C | Field Inspection                       |
| • Fire Inspector 1D | Field Inspection – California Specific |

Or

- |                      |                           |
|----------------------|---------------------------|
| • Fire Prevention 1A | Fire Inspection Practices |
| • Fire Prevention 1B | Code Enforcement          |
| • Fire Prevention 1C | Flammable Liquids and Gas |

Or

- Valid and current state of California licensure in fire protection engineering.

Fire Inspector I Certification with the International Code Council (ICC) will also be required within one year of employment.

Highly Desirable: Plan review capabilities in one or more of the following areas: architectural, automatic sprinklers, fire alarms, and/or water and access.

Knowledge Of:

- Principles, practices, and procedures of modern fire prevention, including building construction features, water supply systems, fire sprinkler systems, and fire alarm systems.
- Current knowledge of new fire prevention codes, principles, and practices.
- Applicable local and state laws, regulations and ordinances.
- Department rules, regulations, policies, and procedures.
- Local geography and significant fire potential due to wildland urban interface areas, water supplies, and access/egress issues.
- Principles and techniques of supervision, leadership, and training.

Knowledge Of: (continued)

- Written communication principles to prepare clear and concise reports and correspondence.
- Standard office equipment including computers, and the necessary business software and records management solutions.

Ability To:

- Effectively communicate, lead, supervise, plan, evaluate, coordinate, train, and direct the activities of Deputy Fire Marshals, Fire Protection Engineers, and other assigned personnel.
- Maintain current knowledge of new fire prevention codes, principles, and practices.
- Implement Department policies and procedures.
- Accurately interpret and effectively enforce laws, ordinances and regulations relating to fire prevention.
- Identify fire hazards and determine corrective action.
- Understand and carry out verbal and written instructions.
- Effectively and professionally communicate fire prevention techniques to the public.
- Prepare clear and concise reports and speak and write effectively.
- Maintain accurate records.
- Establish and maintain effective working relationships with Department staff and those contacted in the course of work.
- Maintain a calm and professional demeanor in a confrontational or difficult situation.
- Work irregular or protracted hours, and to respond promptly to callbacks.
- Effectively plan, direct, coordinate, and complete assigned projects, activities, and specialized administrative duties.

Working Conditions/Physical Demands: Work is performed both in an office setting and in the field. There may be exposure to noise, dust, flammable, and combustible materials. Work involves physical exertion, including standing, stooping, reaching, crawling and climbing. Manual dexterity; clear, understandable speech; and visual and hearing acuity are also required.

Required License: Possession of a valid state of California driver's license.

Pre-Employment Requirements: The candidate must pass a background check, Live Scan fingerprint, and medical examination.